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GUIDELINES FOR TRANSCRIBING
LITERARY AND MUSIC BRAILLE
ON PAPERLESS BRAILLE
DEVICES

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GUIDELINES FOR TRANSCRIBING LITERARY AND
MUSIC BRAILLE ON PAPERLESS BRAILLE DEVICES

As part of the PAPERLESS BRAILLE TEXTBOOK PROJECT funded under
Handicapped Media Services and Captioned Film Program;
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Not least, we are grateful to the California Transcribers and Educators of the Visually Handicapped and the National Braille Association for lending their specialists to the project.



FOREWORD

The Paperless Braille Textbook Project was designed to study the capabilities and constraints of the two paperless braille systems most widely marketed in the U.S. at the beginning of the project in 1980: the Elinfa Digicassette, Model C-78, and the TSI VersaBraille, Model P1A.

The braille specialists participating in the project thoroughly studied each device, conferred with their designers, and came to the unanimous conclusion that the Elinfa Digicassette was not designed for, nor was it useful for, transcription of whole textbooks. Since that time, a new Digicassette model has been designed, and is currently widely marketed, that seems much more suitable for textbook transcription. Unfortunately, the project has been concluded and it was not possible to include the Triformation Systems, Inc., Digicassette, Model DC20-M, in the following guidelines.

It is probable in the future that these guidelines will be updated to reflect such major changes in system design. Meanwhile, the guidelines necessarily address almost exclusively the capabilities and constraints of the TSI VersaBraille, Model P1A. In order to use these guidelines, the transcriber should be familiar with the operation of the machine.

Fred L. Sinclair, Director
Clearinghouse Depository for
Handicapped Students

FOREWORD

The suggested guidelines and procedures contained herein were developed utilizing the topical presentations found in the *Code of Braille Textbook Formats and Techniques*, 1977. ("TBF")

The two magnetic recording devices for braille transcription available to the researchers were VersaBraille[®] and Digicasette[®]. The techniques devised are more applicable and practicable when using the VersaBraille, due to its more sophisticated and versatile capabilities.


Certain types of texts cannot be presented effectively on these machines, as the output is a one line display. Therefore, it is strongly suggested that transcription of material requiring extensive spatial representation not be attempted.

Carolyn R. Card

Von E. Eulert

Alice M. Mann

Joyce Van Tuyl



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RULES FOR THE TRANSCRIPTION OF TEXTBOOKS

General Principles

- A. All transcriptions should conform to the rules and usages provided in the latest revisions of the official braille codes, except as modified herein.
- English Braille, American Edition
 - Nemeth Braille Code for Mathematics and Science Notation
 - Provisional Braille Code for Computer Notation
 - Revised International Manual of Braille Music Notation
- B. No book should be transcribed without being completely pre-examined for special problems which should be structured before starting the transcription.
- C. Any wording added to the text by the transcriber should be treated as a transcriber's note. With three exceptions (see Rule II, Section 10b.; Rule III, Section 13d.; Rule XII, Section 32c.), these should be inserted before the material to which they apply.
- D. Where, in paper braille, indentation, skipped lines, etc., are used, in cassette braille, the paragraphing technique will be utilized.
1. VersaBraille provides a paragraph "chord" which produces the 2 cell braille symbol: (ed)p.
 2. When using Digicassette, enter this paragraph symbol manually.
 3. All references to indentation will be omitted in these guidelines, as they do not apply to cassette braille.
 4. Generally, skipped lines in print should also be ignored. Where it is deemed necessary to indicate skipped lines, use two unspaced paragraph symbols entered manually. This construction should be spaced from surrounding text.
- E. All references to braille page numbers are omitted, as the cassette machines used provide their own machine systems for numbering braille "pages."
1. VersaBraille provides 1000 character segments, called pages.
 2. Digicassette provides 120 character segments, called blocks.
- Both of these segments will be considered "braille pages" for the purposes of this write-up.
3. The transcriber is to keep track of the print location of the top of each of these braille pages.

GENERAL RULES

Rule I

Section 1. Page and Volume Size, Line Spacing, Supplementary Volumes

- a. Page size. Not applicable; set by the machines.
- b. Line spacing. Not applicable; set by the machines.
- c. Volume size. Not applicable; size is a cassette.
- d. Appendices, glossaries, indices, etc., are often more useful if they are transcribed on a separate cassette. Exception: If the entire text, including such glossaries, indices, appendices, etc., can be transcribed on one cassette, it is recommended that this be done.
- e. Counting lines. Not applicable.

Section 2. Page Numbering

- a. Print page numbering. For the information of the student, it is important to indicate where each print page begins.
 - (1) The print page number should be the first thing shown on each braille

- page. The print page indicator (two-cell braille symbol, dot 5, dots 2-5) should be given first, followed immediately by the number sign of the page number. (See (4) below for continued print page numbers on succeeding braille pages.) After the page number, leave a space.
- (2) When a print page ends near the end of a braille page:
 - (a) If there is no new heading at the top of the new print page, show the new print page number as in (1), and continue transcribing, but not unless there is room for at least 40 cells of text on that braille page for the new print page material.
 - (b) If there is a new heading at the top of the new print page, go to a new braille page unless there is room for the new heading AND 40 cells of text.
 - (3) If a new print page starts within a braille page, leave one space after the last symbol on the completed print page; enter the new print page number (with its indicator - see (1) above); leave another space, and resume text.
 - (4) When a print page is continued on one or more braille pages, succeeding braille pages are numbered, e.g., 55, a55, b55, each one preceded by the print page indicator.
 - (5) Print page numbers should be shown on all pages which carry such numbers, regardless of their position in the text, including (but not limited to) title pages, contents pages, etc., (contrary to paper braille practice).
 - (6) When one or more print pages have only the heading(s) for the text title, part, unit, chapter, etc., such heading(s) should be placed on one braille page and be followed by the text. In such cases the combined print page numbers should be inserted, the last one indicating the print page on which the text actually begins. When blank pages, or full pages of illustrations which are to be omitted from the braille transcription, are included in the print page number count, their page numbers should be combined with the print page number that follows; e.g., 20-24.
 - (7) Unnumbered or Roman numeral pages which appear at the back of a print text should be numbered as follows:
 - (a) If these pages are numbered with Roman numerals in print, follow copy.
 - (b) If these pages are unnumbered, number each braille page consecutively. These pages should be numbered beginning with Arabic 1 for each unnumbered section, and should be preceded by identifying initials, such as g1, g1 for glossaries, etc. They should also be preceded by the print page indicator, even though they do not relate to the actual print pages.
 - (c) Unnumbered note pages at the back of a print text which are transposed to the end of a track should be numbered n1, n2, etc. as in (b) above.
 - (8) Material which appears inside the front and/or back cover(s) of a print text should be treated as follows.
 - (a) If such material contains no information of value to the reader or if the information is included in the body of the text, it should be ignored.
 - (b) When such material contains supplementary information or if reference is made to it in the body of the text, this material should be included. Place it in the transcriber's pages at the beginning of the first cassette. See Rule II, Section 5.

- b. Braille page numbers. See General Principles, E.

Section 3. Text titles, running heads; not applicable.

Section 4. Quoted Matter, Attributions.

- a. Quoted matter which is set off from the body of the text by blank lines, quotation marks, change of margin, and/or change of typeface in print should be presented as follows:
 - (1) Use normal paragraphing.
 - (2) Retain quotation marks.
 - (3) Ignore special typefaces unless necessary for distinction or emphasis.
 - (4) Insert quotation marks if necessary.
- b. Attributions. Space one cell after the completion of the material preceding the attribution. Insert a dash and give the attribution immediately following the dash. If other material follows immediately on the same page, be sure to paragraph before that material.

Rule II PRELIMINARY PAGES

Section 5. Order of preliminary pages.

- a. Print pages will appear in the order in which they appear in print, with insertions as described below.
- b. Transcriber's pages:
 - (1) VersaBraille only: Machine chapters - every track.
 - (2) Transcriber's notes - every track.
 - (3) Special braille symbols - every track.
 - (4) Material from inside covers - first track only.
- c. Order of these pages:
 - (1) VersaBraille only: machine chapters. Print contents page will contain references to these machine chapters.
 - (2) Title page: first track of each cassette.
 - (3) Transcriber's Notes
 - (4) Special symbols used on this track.
 - (5) Print contents
 - (6) Material from inside covers, end flaps, etc. - first track only.
 - (7) Preliminary print pages, such as dedication, preface, etc., in the order in which they appear in the print book.

Section 6. Title Pages

All braille title pages should contain the following minimum information, in the order given.

Title (with number or name of the edition, if given in print) and grade level (if shown in print; this would include print showing grade level on the spine in some sort of code).

Subtitle (if any) or name of series

Author(s) with degree(s), affiliation(s), title(s)

Publisher's permission, with first or principal address, city and state of publisher.

List of copyright dates and copyright owners as shown in print

Year of braille transcription

Name of transcriber with organization affiliation, if any, and city and state

Number of cassettes

Individual cassette number and track number

Inclusive print pages on that track

- a. All references to the following should be omitted from the braille transcription:
 - (1) Names and information about print illustrators
 - (2) References to grades of braille or special braille codes
- b. If a track does not begin at the beginning of a print page, the lettered page number should be indicated on the title page for that track.
- c. For the writing of foreign language title pages, see Appendix E, Section 4.
- d. The page or pages immediately following the title page should, if necessary, be a "continuation" of the title page - copyright, author, etc., information which did not fit on the title page.
- e. General format for title pages:
 - (1) Double cap the title of the book and the author name(s).
 - (2) Follow print capitalization for the rest of the information.
 - (3) Paragraph each "block" of title page information. Separate sub-items within each block by the use of commas; if commas are already present, use semi-colons.
 - (a) Title block will include title, subtitle, grade level, edition, series.
 - (b) Author block will include author name(s), degrees, affiliations, etc.
 - (c) Publisher and copyright block
 - (d) Transcriber block
 - (e) Cassette and track information block

Section 7. Acknowledgements should be placed in the same position as in print.

Section 8. Dedications should be placed in the same position as in print.

Section 9. List of Special Braille Symbols. Special braille symbols used in a transcription must be listed in the transcriber's pages in each track in which they occur. These symbols include, but are not limited to, foreign-accented letters, diacritics, phonetics, shape indicators, and any symbols substituted or devised for a particular purpose.

- a. The special symbols list should begin on a new braille page. "Special Symbols Used on This Track" is the first thing to appear on this page.
- b. Paragraph each entry or each category, as the case may be.
 - (1) If there are no categories, paragraph each entry.
 - (2) If there are categories, paragraph the categories and separate each entry within each category with a semicolon.
- c. Each special braille symbol should be followed by one blank cell, and then by its meaning according to the wording in the text. If the text does not explain a symbol, give its name and/or describe its print shape.
- d. In the initial display of the special symbol, a single letter, a modified letter, or any combination of letters should not be preceded by a letter sign.
- e. In the explanation of these symbols, a single letter, a modified letter, or a combination of letters which corresponds to an English contraction or a short form word does require a letter sign.
- f. When a listed symbol contains only right-hand or only lower-cell dots, the dot numbers, enclosed in parentheses, should follow the symbol.

Section 10. Transcriber's Notes. Whenever a special braille format or usage not covered by this code is used throughout a transcription, it must be explained on a page headed "TRANSCRIBER'S NOTES" at the beginning of each track in which it appears.

- a. If a special braille format or usage which requires explanation is used only occasionally in a transcription, a transcriber's note should be inserted before the text to which it applies. This note should be preceded by the paragraph symbol, then a space, then T. Note; then the message, followed unspaced by the termination sign, dots 6, 3. This symbol is to be considered

a lower sign and so should not be in contact with any whole-word lower sign contraction.

- b. When an individual print symbol or term requires a brief identification or description, it should be handled the same as in a. above, but right after such a term or symbol.
- c. When, in print, the text is interrupted by a FULL PAGE of explanatory material, such as charts, tables, etc., the transcription of the text should be terminated, and a transcriber's note telling where the text continues should be inserted as in a. above. After the explanatory pages are completed, another transcriber's note should be inserted on the new print page where text resumes, following the print page number, stating that the text is continued from page ____.

Section 11. Contents. (VersaBraille only: these guidelines apply to print contents only. See VersaBraille manual for machine contents, and Rule II, Section 5, for placement of same.)

- a. The complete table of contents for the entire book should be included on Track 1 of the first cassette. If it is possible to show cassettes/tracks, see 11e. below. Each subsequent track should give only the portion of the contents contained on that track.
 - (1) When a listed heading starts on a lettered page, the appropriate letter should be placed before the page number on the contents page.
 - (2) In the complete table of contents to be included on the first track, exact lettered print page numbers for track 1 should be indicated. If it is possible to indicate lettered page numbers for all tracks, these should be included when writing the complete table of contents.

- b. To transcribe a table of contents:

- (1) After the print page number (if any) [See Rule I, Section 2, and Rule II, Section 5]: double cap CONTENTS or whatever the print uses in lieu of the word "contents", such as "What You Will Study", etc. Except in the complete contents on Track 1, track numbers should not be given.
- (2) Precede each major entry, and any entry for which there is given a page number, with a paragraph symbol.
- (3) Follow print capitalization in the body of the contents.
- (4) If the word "Chapter", "Story", "Essay", "Unit", etc. is shown in a column in print, the word should be repeated with each entry in braille.
- (5) Leave one space after the identifier and the title^{*1}, and then give the page number in the customary fashion, with the number sign and the associated letter, if possible. ^{*2}

^{*1} VersaBraille: On the print contents page, following the print entry, enclose in Transcriber's grouping symbols the machine contents title.

^{*2} VersaBraille: After the print page number, enclose in parentheses the braille page number on which this article, chapter, subdivision, etc., begins.

- (a) If there are no subheadings or subsequent information associated with the heading just given, leave one space, paragraph, and proceed to the next entry.
- (b) If there is subsequent information or subentries without page numbers, put a semicolon after the page number of the entry and proceed with the subsequent information/subentry.
 - (i) If the subentry/subsequent information has no final punctuation associated with it, place a semi-colon between these items.
 - (ii) If the subentry/subsequent information has final punctuation associated with it, follow print.

- c. If it is necessary to end a track in the middle of a unit, part, and/or chapter, the table of contents of the following track should repeat the heading of the main unit, part, chapter, etc., followed by "(Cont.)" after the last item only. The print page on which the new track begins should be given, together with its identifying letter, if any.
- d. If material from the back or some other part of the print book, such as word lists, notes, etc., is transposed to another part of the braille text, these pages should be listed in the table of contents of the track where they appear, and their print page numbers should be shown. These page numbers should also be included on the title page.
- e. If it is possible to indicate the exact contents of each track when preparing the complete table of contents on the first track, just paragraph "Track One", "Track Two", etc., before each contents segment on that track.

Rule III ILLUSTRATIONS

Section 12. General. Because the illustrations shown in textbooks are often needed by the student, the following should be observed:

- a. For guidance in the braille presentation of illustrations or explanations of them, it is recommended that the transcriber:
 - (1) ask the resource or classroom teacher to pre-edit the text whenever possible.
 - (2) obtain a copy of the teacher's edition of the text.
- b. If an illustration or its caption (i.e., the title and any statement attached thereto) contains no information of value to the braille reader or if the information is included in the body of the text, it should be omitted.
 - (1) When all the illustrations or all of a particular type of illustration in a text are to be omitted, a statement to this effect should be included on the transcriber's note page in the front of each track.
 - (2) A transcriber's note should be inserted at the point of each omission when illustrations other than those described in (1) are to be omitted.
- c. If the illustrations are necessary to understanding of the text, a paper braille supplement should be prepared. The title page of each cassette should refer to the existence of this supplement. (In ___ cassettes and ___ volumes)

Section 13. Format. The illustration caption or description should be inserted at an appropriate place in the text. If no appropriate location is apparent, it should be inserted near the end of the print page, preferably at the end of a paragraph. Never insert in the middle of a sentence.

- a. Numbered illustrations. When the print text identifies illustrations by two numbers separated by a dot, hyphen or dash, follow print with regard to hyphens or dashes. If a dot is used, use a decimal point.
- b. If the student is directed to count the number of various items shown in an illustration, arbitrary braille symbols may be assigned to represent the print items. A transcriber's note should be inserted to identify each braille symbol. A space should be left between these symbols. When the items to be counted are shown in groups in the print text, insert appropriate punctuation to separate the groups; add this information to the transcriber's note explaining the representation.

- c. Illustration captions. The appropriate word (Picture, Map, Diagram, etc.) should be preceded by the paragraph symbol and followed by a colon. The caption then follows. Special print typefaces used for the title or in the body of the caption should be ignored, except where required for emphasis or distinction. The conclusion of the caption should be indicated by the termination sign.
- d. Explanation or description of an illustration should be brailled as a transcriber's note following the caption paragraph. (See c. above.) Do not repeat Picture, Map, etc.
- e. Cartoons.
 - (1) If the dialogue and the actions of the characters convey necessary information, paragraph and insert the word Cartoon as in c. above. Dialogue should be handled as in plays. (See Rule XV.)
 - (2) When an explanation or description of a cartoon is necessary, it should be inserted before presenting the cartoon. Follow 13d. above.
 - (3) Terminate the cartoon (with termination sign) when it is completed in its entirety.

Rule IV ITALICS AND BOLDFACE, UNDERLINING; DIFFERENT COLORS OF TYPE; CHECK MARKS, STARS; SHAPES AND OTHER PRINT SYMBOLS

Section 14. Italics and boldface; underlining.

a. Italics

- (1) Braille italics should not be used in textbooks below the third grade level unless it is absolutely unavoidable. It is not possible to underscore on the present generation of paperless brailers; therefore, the use of italics may be required in these lower grades to present underlining.
- (2) In general, words printed in other than regular type should not be italicized in braille except:
 - (a) to indicate emphasis.
 - (b) to show distinction, only in such cases as words, phrases, clauses to which particular attention is drawn; foreign words and phrases; Anglicized words; names of books or publications, ships, pictures, etc.; subject headings at the beginnings of paragraphs (See Rule V.); the difference between silent thought and conversation.

- b. Boldface. Braille italics should be used when only one special typeface is used throughout the print book. However, if both italics and boldface are required in a text, the boldface indicator should be used for material printed in boldface. The braille rules of usage for italics apply to boldface indicators. The boldface indicators should be listed on the special symbols page at the front of each track in which they occur.
- c. Underlining. Since underscoring cannot be done in cassette braille, the use of italics is suggested (See a.(1) above.). If, however, a distinction must be made between italicized and underlined material in the text, the underlined material should be indicated by a set of symbols of enclosure (parentheses, brackets, etc.) not otherwise employed in the print text. This substitution must be explained in a transcriber's note, and the symbols should be listed on the special symbols page.
- d. Italicized, boldface, underlined or capitalized letters within words. Same as TBF.

Section 15. Different Colors of Type. Same as TBF.

Section 16. Check Marks, Stars. When check marks, stars, etc., are used in the print text to call attention to words, the symbol (dots 2-6, 2-6), preceded and followed by a space, should precede the word. When such marks are shown with words in a column, see Rule XVII.

Section 17. Shapes and Other Print Symbols. Same as TBF, with the following addition: Note: Remember not to use (ed)p for any shape symbols, as this has been established as the paragraph symbol.

Rule V HEADINGS

Section 18. General. The centering or blocking which is used in paper braille should not be attempted in cassette braille.

- a. All headings in text should be paragraphed.
- b. When the text shows only headings spanning a number of print pages, see Rule I, Section 2a.(6).
- c. The capitalization shown in print should be followed in braille.
- d. Variations in print typeface or color should be ignored, except when required for emphasis or distinction. See also Section 20 below.

Section 19. Paragraph headings. Paragraph headings consisting of a word or two, a phrase, or even a sentence, printed in a typeface other than that of the usual text, are found in many textbooks. They may be at the margin or indented in paragraph form, but are always followed on the same print line (where space permits) by the text itself.

- a. Paragraph all paragraph headings.
- b. When paragraph headings are printed in only one style of type throughout a print text, they should be italicized in braille.

Section 20. Headings with Special Numbering, Special Print Typefaces or Colors of Type.

- a. Special Numbering. When headings, paragraphs, illustrations, captions, etc. are identified in the print text by two (or more) numbers separated by a dot, hyphen or dash, follow print with respect to the hyphens or dashes; use a decimal point for a dot.
- b. Special Print Typefaces: same as TBF.

Rule VI
NOTES AND OTHER MARGINAL MATERIAL

Section 21. Notes. Whatever their placement on the print page may be, all notes should be inserted at the end of the sentence in which reference to them occurs. (Exception: For notes at the end of the text, see Section 23 below. For the placement of other marginal material, see Section 22 below.) In textbooks, notes should NOT be enclosed in literary brackets and inserted in the body of the text as provided by the literary code. Do not paragraph the beginning of a note.

a. General Provisions.

- (1) Regardless of the number of reference indicators it may contain, the sentence should be concluded before inserting the note(s).
- (2) All notes must be terminated (using the termination sign), except when in a separate note section at the end of the text (See Section 23).
- (3) All braille symbols used as reference indicators must be listed on the special symbols page in accordance with Rule II, Section 9. In the explanation of these symbols, the print signs they represent should be identified by their customary names or descriptions. The placement of these print signs (whether before or after the point of reference) and their significance or use in the text should be given.
- (4) Reference to Source Materials. Contrary to the provisions of the literary code, when a note refers to source material, e.g., books, magazine articles, etc., in addition to the format given below, the following should be observed:
 - (a) identical to TBF
 - (b) identical to TBF
 - (c) identical to TBF
 - (d) Abbreviations should be brailled as printed, and the literary braille forms (e.g., v for volume, p for page, ch for chapter) should NOT be substituted. The letter sign must be used before any single letter which is not followed by a period and before any letter combination which corresponds to a short form word. When such letter combinations as ch, st, etc., stand alone as the entire abbreviation, the braille contraction should NOT be used, whether or not there is a period present. No letter signs are required when these letters are thus written out. The braille contractions should be used when they do not constitute the entire abbreviation; e.g., (ch)ap., etc.

(e) identical to TBF

b. Printed Reference Indicators. Identical to TBF

c. Notes without Printed Indicators. Introduction identical to TBF.

- (1) same as TBF
- (2) When only line numbers, printed lines, lines and arrows, etc., are used to identify the point to which a note refers, the braille reference indicator should be inserted at the appropriate point in the text.
 - (a) In line-numbered text, if the exact point of reference within the sentence cannot be determined, the braille reference indicator should be inserted at the end of the sentence.
 - (b) same as TBF
 - (c) same as TBF

(3) same as TBF

d. Format for Notes.

- (1) If a sentence contains two or more reference indicators, each note should be handled individually.

- (2) Each note should start with the same reference indicator as is used in the body of the text. One blank cell should be left between the indicator and the beginning of each note. After the completion of the note, insert the termination indicator.
 - (3) same as TBF
 - (4) same as TBF
 - (5) When printed indicators give repeated reference to the same note, that note should be inserted in the usual manner at the point where the first reference to it is made. In subsequent references to the same note, insert the appropriate indicator in the text. At the end of the sentence, insert a note preceded by the same indicator, giving the print page number (with its modifying letter, if any) and the note number of the original note. The insertion should NOT be brailled as a transcriber's note. This usage should be explained in a transcriber's note in accordance with Rule II, Section 10.
 - (6) When a note contains quoted matter which is set off from the body of the note by blank lines, quotation marks, change of margin, and/or change of print typeface, follow the directions in Rule I, Section 4a.
- e. Special Notes.
- (1) Notes to titles and headings should follow them immediately.
 - (2) Notes to columned material and tables. See Rule XVII.
 - (3) Notes to poetry should be inserted at the end of each stanza in which the reference occurs.
 - (4) Notes to plays and other dialogue.
 - (a) In dialogue, insert notes at the end of the speaker's dialogue.
 - (b) Notes to stage directions: insert at conclusion of each direction.
 - (5) Notes to a note. When terminating such an "inner" note, restate the reference symbol of the inner note immediately preceding the termination sign (no space between the repeated reference symbol and the inner termination sign).
 - (6) Notes in exercises, drills, tests. Place at end of the sentence in which reference occurs.

Section 22. Other Marginal Material. Same as TBF, except in second paragraph of introductory remarks, volume should be changed to track.

- a. same as TBF
- b. same as TBF, but change volume to track.
- c. same as TBF
- d. same as TBF
- e. Supplementary material, randomly placed on the print page, which has no discernible relationship to material in the body of the text, should be inserted toward the end of a print page, but always at the end of a sentence. A transcriber's note should give its placement on the print page. The material should be brailled with normal paragraphing.

Section 23. Note References at the End of a Print Text. Place at the end of the track in which reference to them occurs. The note section should begin on a new braille page and be headed NOTES. Paragraph the following transcriber's note: "Note references are presented in the following order: print page number, braille page number, reference indicator".

- a. If the note section has headings, these should be included and placed in accordance with Rule V. However, if the print page numbers are used as headings, this should be ignored.

- b. The note should be presented as follows: paragraph each note; then the print page number (with its identifying letter, if any); then the braille page number, then the reference indicator used in the text; then the note. (One space between each of these items.)
 - (1) same as TBF
 - (2) When a reference indicator occurs on a print page which begins within a braille page, the new print page number should be given.
 - (3) For the braille of references to source materials, see Section 21a. (4) above.
- c. same as TBF
- d. Note pages should be numbered as follows:
 - (1) same as TBF
 - (2) If note pages are not numbered in the print text, they should be numbered at the beginning of each note page, beginning with n1 for each new track. The change to new print pages should be ignored. These page numbers should not be included on the title page. However, the heading "NOTES", without reference to page number, should be included on the contents page.

Rule VII BOXES

Section 24. Because of the one-line linear display of the present generation of cassette braille, it is not possible to construct "boxing lines." If it is required to indicate which material in the print is in a box or boxes, enter the two cell symbol (ed)b (spaced on each side) preceding the boxed material; use the termination indicator to show the end of the box. The boxing symbol should be shown on the special symbols page. Further explanation of the technique used should be included on the transcriber's notes page.

Rule VIII NUMBERED LINES AND VERSES IN PRINT TEXT

Section 25. Numbered Lines

- a. Prose. When lines of prose are numbered in the margin in print, every print line must be numbered in braille.
 - (1) Paragraph each paragraph normally before showing the line number.
 - (2) The line number must precede the line of print to which it applies.
 - (3) The line number indicator (dots 3-4-5) followed immediately without a space by the number sign and the appropriate number is used to show the numbered line. The entire construction is preceded and followed by a space.
 - (4) When a word is divided at the end of a line in print, this division should be shown in braille.
- b. Poetry. When lines of poetry are numbered in print, every print line must be numbered in braille.
 - (1) Refer to Rule XVI for poetry format.
 - (2) Line numbering to be done as in a. (2) and (3) above.

Section 26. Hymnals, Songbooks; the Bible and other Similar Texts.

- a. Hymnals and songbooks. The format given below should be followed only when no braille music is to be included. For the transcription of lyrics accompanied by music, see separate guidelines set up for music on cassette braille.
 - (1) The braille format for poetry should be retained.
 - (2) The title or number (both, if present in print) of each hymn or song, should be shown as a heading (see Rule V, Section 18).
 - (3) Whether or not they appear in print, consecutive verse numbers should be shown immediately preceding each verse. Each verse number should be followed by a period, whether such period is present in print or not.
- b. The Bible and other similar texts are frequently divided into books, chapters, verses, etc. All such subdivision numbers should be included in the braille transcription. The verses should be treated using the (3-4-5) symbol as in numbered lines of prose or poetry.

Rule IX
INTENTIONAL ERRORS IN PRINT COPY

Section 27. This entire section will be identical to TBF.

Rule X
BLANKS, INSERTIONS; CROSSED-OUT LETTERS OR WORDS

Section 28. Blanks and Insertions.

- a. same as TBF
 - (1) same as TBF
 - (2) If dashes are used in the print to represent a word divided at the end of a line, the double dash should be used to represent the print dash on each line. If the divided word is NOT a hyphenated compound word, the middle hyphen (dots 2-5) should be used. If the dashes represent two parts of a hyphenated compound word, the compound hyphen (dots 2-5, 2-5) should be used. These hyphens should be listed and explained on the special symbols page on each track on which they occur.
- b. Introductory paragraph the same as TBF.
 - (1) If a dash is used in print to represent a portion of a word divided at the end of a line after the dash, the middle hyphen (dots 2-5) should follow the dash. However, if such a word is divided at the end of a line after letters of the word, the regular hyphen should be used. The middle hyphen should be listed and explained on the special symbols page on each track in which it occurs.
 - (2) If a dash is used in print to represent a portion of a hyphenated compound word, the compound hyphen (dots 2-5, 2-5) without a space between it and the dash or letters of the word, should be used to represent the print hyphen. The compound hyphen should be listed and explained on the special symbols page of each track where it occurs.
- c. same as TBF
- d. same as TBF
- e. same as TBF
- f. same as TBF
- g. same as TBF

- h. same as TBF
- i. same as TBF
- j. same as TBF

Section 29. Crossed-out letters or words. same as TBF

Rule XI SYMBOLS OF ENCLOSURE OR BONDING

Section 30. Symbols of enclosure or bonding are of many types. Some are used only in material written in linear form, while others are used to enclose material presented in either linear or spatial form. The most common are the double and single quotation marks, which are always used linearly. It is not presently possible to make spatial displays in cassette braille.

- a. Square brackets. These symbols are used both linearly and spatially in print. They should be represented in braille as follows [insert standard symbols].
- b. Angle brackets should be represented in braille as follows [insert standard symbols].
- c. Braces should be represented as follows [insert standard symbols].
- d. Spatial print brackets, braces, etc., must be presented linearly in cassette braille.
 - (1) Use the enclosure symbols as used in print.
 - (2) Use both the opening and closing enclosure symbols, even if only one is shown in print.
 - (3) Separate the items within the enclosure by semicolons.
 - (4) Explain the braille usage on the transcriber's notes page at the beginning of each track where the technique is employed.
- e. Vinculum. same as TBF

Rule XII EXAMPLES; EXERCISES AND DRILLS; TESTS

Note: In the presentation of all such material, the transcriber should be careful to avoid the possibility of inadvertently suggesting a particular answer or solution by means of the braille format used.

Section 31. Examples. Examples which are separated from the body of the text by blank lines, change of margin and/or change of print typeface: in braille, follow the material which immediately precedes the examples with a colon, if a colon is not already present in print. Then space, and braille the examples. When the "displayed" example(s) is (are) completed, insert the termination sign immediately following the final example. After one space, proceed with the text. The termination sign should be used even if there is only one such displayed example. Special print typefaces should be ignored, except where required for emphasis or distinction. Additionally, the following should be observed:

- a. Columned material should be presented in accordance with Rule XVII.
- b. Material printed in paragraph form should be treated as a paragraph.
- c. When there is a series of examples not separated by punctuation in print, these examples should be separated in braille by appropriate punctuation. ("Appropriate" means punctuation not present in the print examples.)

Section 32. Exercises and Drills. It will be noted that editing will often be required by the transcriber in order to make a clear presentation in braille. Special attention should be given to the wording of transcriber's notes, and the vocabulary used should reflect the grade level and subject matter of the print text.

- a. At the present time, it is not anticipated that any cassette material will be transcribed as consumable. It should be presumed that the transcription is of a permanent nature. This will require considerable editing of print instructions in consumable print texts and/or the directions to students to write answers on a sheet of paper.
- b. General Format
 - (1) The heading or title of the exercise, drill, etc., should be paragraphed.
 - (2) Directions should be paragraphed. Whenever changes are required in print directions, or when the transcriber must supply directions, this material should be written as a transcriber's note and inserted immediately following the print directions. Note: a transcriber's note is not required when only a simple rewording or substitution is made in the braille text, e.g., "In the sentence at the right" changed to "In the sentence which follows".
 - (3) Each main division, whether numbered or lettered, should be paragraphed.
 - (4) Subdivisions identified by number or letter should not be paragraphed. However, if the subdivision numbers or letters do not have final punctuation, a period should be inserted following such numbers or letters.
 - (5) Columned material. See Rule XVII.
 - (6) Answer choices
 - (a) If answer choices are numbered or lettered, treat as subdivisions. (See 32b.(4) above.)
 - (b) If answer choices are unnumbered and unlettered, treat as displayed examples. (See Section 31.) Use a colon right after the material preceding the answer choices; insert appropriate punctuation between the answer choices if they are not separated by punctuation in print.
 - (c) Always terminate the series of answer choices with the termination sign.
- c. Print lines or dashes, blanks to be filled in. Same as Section 32d., TBF.

Section 33. Tests. Test materials should be transcribed in such a way that a minimum time is spent reading. In addition to the provisions of Sections 31 and 32 above, the following should be observed.

- a. General Format
 - (1) Begin each test on a new braille page.
 - (2) Do not divide a question between braille pages unless it is absolutely necessary. Regardless of wasted space on the preceding page, if a question can be contained on a single braille page, it should be placed on a new braille page. When a question is too long for one braille page, the break should be made at a logical break in thought.
 - (3) Preferably, answer choices should be on the same braille page as the question. All answer choices should appear on the same braille page wherever possible.
 - (4) When questions and answers are numbered/lettered in print, they should also be numbered/lettered in braille.
 - (5) When questions and answers are not numbered/lettered in print, follow print.
- b. Multiple choice tests. Follow above instructions.

- c. True-false tests. Regardless of print format, in braille the question should be transcribed first, followed by t and f separated from the question and from each other by one blank cell. They should be preceded by the letter sign, but print parentheses and/or capitals should be omitted. When the print shows "Yes-No", "Right-Wrong", etc., use the words in braille, but follow this same format.

Rule XIII INDEXES

Section 34. Columns in print indexes are to be ignored.

- a. Place guide words at the beginning of each page, immediately following the space after the print page number. See Appendix D for guide words.
- b. If alphabetical divisions are set off by capital letters, paragraph these letters. Use the letter sign. Retain print capitalization.
- c. Paragraph each main entry word. If there are subentries, insert a colon after the main entry word or its associated page number, if any.
- d. Subentries
 - (1) Do not paragraph subentries.
 - (2) Insert a semicolon following the page number at the final conclusion of each subentry. If there are sub-subentries, this semicolon would appear only at the conclusion of the last sub-subentry.
- e. Sub-subentries. Insert a comma after the page number of each sub-subentry.
- f. Disregard the use of italics, boldface type, etc., in entries, unless required for distinction, such as book titles, italicized foreign words, etc.
- g. Italics appearing in other than entry words should be omitted, except when they are necessary for emphasis or distinction. Where it is necessary to show both italics and boldface type, see Rule IV for the proper braille indicators and their rules of use.

Rule XIV OUTLINES

Section 35. Presentation of Outlines

- a. Paragraph the main divisions.
- b. If subdivisions do not have final punctuation associated with their identifying letters/numbers, insert a period.

Rule XV
PLAYS AND DIALOGUE

Section 36. Plays or material in dialogue form should be transcribed as follows:

- a. When numbered lines are shown in the print text, follow the directions given in Rule VIII for prose and poetry respectively.
- b. Each act of a play should begin on a new braille page.
- c. Scene settings and directions. In braille, italics should be omitted from all stage directions, settings, etc. Follow print as to enclosure symbols. If either the opening or closing enclosure symbol is omitted in print, supply it in braille.
 - (1) Paragraph scene settings.
 - (2) Stage directions which follow the name of a character should be enclosed in parentheses and placed before the period which follows the character's name. See Section 36e.(1) below.
 - (3) Stage directions which occur within dialogue should be enclosed in parentheses and written within the body of the dialogue.
 - (4) Stage directions which are set apart from the dialogue should be placed in symbols of enclosure.
 - (a) If these enclosures are present in print, follow print.
 - (b) If these enclosures are not present in print, use parentheses.
- d. Cast of characters. Omit italics and use only single capitals before the names of all characters.
 - (1) The cast of characters should be repeated at the beginning of each track.
 - (2) When listing the cast, paragraph each name. Follow print copy as to the punctuation used to separate names from any following identification. When names and identifications are printed in columns, ignore such columns and insert a colon to separate each name from its identification.
 - (3) When print shows several names grouped by means of a brace or ditto signs, or similar device, followed by a single identification, paragraph just the first name; place commas between the names; place a colon after the last name in the list; then give the identification.
- e. Speakers and dialogue. Except when italics are used in dialogue to show voice emphasis, omit italics and use only single capitals for the names of all characters.
 - (1) Paragraph the name of each speaker and follow this name with a period. After one blank cell, begin the dialogue.
 - (2) In verse plays, precede each poetic line with (dots 3-4-5). This sign must have a space on each side. If there is a transition from verse back to prose, the end of the verse should be indicated by the use of the termination sign.
 - (3) Simultaneous speakers. When the print uses braces (or similar device) to indicate that two or more characters speak lines at the same time, in braille, these simultaneous speeches should be preceded by the following transcriber's note: "Together: Speaker A, Speaker B., etc." Resumption of normal dialogue should be indicated by the transcriber's note: "Solo." When such speeches are printed in columns, ignore the column format in braille.
 - (4) Shared poetic line. In a verse play, when a single poetic line is divided between two or more speakers, insert a spaced double dash at the end of each uncompleted line. After the name of each succeeding speaker, insert a spaced double dash to indicate the continuation of the poetic line. A transcriber's note should explain this usage.

Rule XVI
POETRY

Section 37. Poetry which appears in textbooks should be transcribed as follows:

- a. Poetry written in traditional verse form: (when numbered lines are shown, follow the provisions of Rule VIII)
 - (1) When extra space is shown between words printed on a single print line and it is deemed obligatory to show such extra spaces, insert a spaced reference symbol at that place. Select a reference symbol not used for reference purposes in the text being transcribed. A transcriber's note explaining this usage is required.
 - (2) Unusual indentation cannot be shown in cassette braille.
 - (3) To indicate incomplete poetic lines shown in print:
 - (a) When the division of a single poetic line is presented spatially, either between lines within a stanza or between stanzas, in braille a spaced double dash should be inserted at the end of each incomplete line. Any continuation of the same poetic line should be preceded by a spaced double dash.
 - (b) When a poem begins with an incomplete poetic line, follow the directions given in (a) above.
 - (4) Each stanza should be paragraphed.
 - (5) Indication of poetic lines: Each poetic line is to be preceded by the line indicator (dots 3-4-5). In the case of the first line of a stanza, this would come after the paragraph symbol.
 - (6) Do not divide stanzas between braille pages unless it is absolutely necessary.
- b. Poetry written in unusual verse form, modern poetry: (when numbered lines are shown, follow the provisions of Rule VIII.)
 - (1) Where irregular spatial arrangements are employed, as in poems by e.e. cummings, in braille, these should be ignored.
 - (2) Where items appear widely spaced apart on the same print line, follow the provisions of a.(1) above.
 - (3) When unusual capitalization, punctuation, and/or spelling appears in the print copy, the entire poem should be written in uncontracted braille. When it is essential to distinguish between the opening and closing parentheses, the braille linear braces should be substituted for parentheses. A transcriber's note must explain this substitution.
- c. Poetry written in the form of prose:
 - (1) Unnumbered lines: when poetry is written in the form of prose with diagonal strokes indicating the ends of poetic lines, it should be brailled in paragraph form. Each stanza is a paragraph. The following braille symbols should be substituted for the diagonal strokes: (dots 3-4-5): poetry line sign; dots 3-4-5, 3-4-5): end of poetry sign.
 - (2) Numbered lines: when print lines are numbered, use the signs given in (1) above and follow the provisions for numbered lines in prose given in Rule VIII.

Section 38. Scansion and stress

- a. same as TBF
- b. same as TBF
- c. same as TBF
- d. same as TBF, but eliminate the sentence: "When it is necessary to divide a braille line ... not be made within a foot."

Rule XVII
COLUMNED MATERIAL; TABULAR MATERIAL

Section 39. Columned Material. While it is impossible to give explicit directions for the presentation of all types of columned material, suggested format is given below for some of the more common types. The actual columned format cannot be duplicated in cassette braille. However, sometimes it is important to inform the reader of the columnar nature of the print.

- a. General directions. First, determine whether each column must be shown in its entirety before presenting subsequent columns, or whether it is more desirable to show each row in its entirety.
 - (1) If it is desired to present each column in its entirety before showing the contents of succeeding column(s), proceed as follows:
 - (a) Paragraph, then give the column heading. If there is no column heading, insert "Column 1". A transcriber's note is required to inform the reader that there are no column headings in print, and that the headings are being supplied by the transcriber.
 - (b) Proceed with the column entries. If the entries are unnumbered/unlettered, the transcriber should insert numbers or letters. A transcriber's note explaining this technique is required.
 - (2) If it is desired to present each row in its entirety, proceed as follows:
 - (a) Devise a two-letter key for each column heading. Explain in a transcriber's note.
 - (b) Paragraph the beginning of each row. Give the column key, followed by a colon; after one space, give the entry. After one more space, give the next column key, etc. Repeat until row is complete.
 - (c) If the columns have no headings, the transcriber must devise descriptive headings and key as described above.
 - (3) Do not divide a column between braille pages unless it is absolutely necessary. Related columns which appear on one print page should also be presented on a single braille page whenever possible. For the student's use, it is better to leave a portion of a braille page blank in order to complete a columnar or tabular presentation.
- b. Boxed columns. Do not attempt to show boxing with columns. If it is necessary to distinguish between boxed and unboxed columns, inform the reader via a transcriber's note as to which columns are boxed/unboxed.
- c. Columned material with reference indicators. For various reference marks used with columned material, see Rule IV, Rule VI and Appendix A.
 - (1) The appropriate reference indicator, preceded by a space, should be placed after the column heading(s) or column item(s) according to print copy.
 - (2) When the information contained in a note is necessary for an understanding of the text, this note should be preceded by the appropriate braille reference indicator. It should be preceded by a transcriber's note and inserted BEFORE beginning the columned material.
 - (3) Other notes (e.g., source references) should be placed immediately AFTER the completion of the columned material. Source references should be brailled according to Rule VI.

Section 40. Tabular Material

- a. Placement
 - (1) NEVER interrupt a sentence for a table. Finish the paragraph, then present the tabular material.
 - (2) If a table can be completed in its entirety on the same braille page where it would normally follow in context, do not place it on a separate page.
 - (3) If the usefulness of a table would not be impaired by continuing it on another braille page, the table should follow in context, subject to the constraint of (1) above.
- b. See columned material, Section 39 above, for format suggestions.
- c. Extensive tables will have to be transcribed on paper braille, as a supplement.

Rule XVIII CODING

Section 41. Guidelines. Introduction same as page 98 TBF.

- a. Keys to Codes. Same as a. TBF
- b. Morse Code
 - (1) Same as (1) TBF, but omit last sentence regarding division of words at ends of lines.
 - (2) Same as (2) TBF, but omit last sentence regarding division of words at ends of lines.
- c. Number codes. When numbers are substituted for letters, the numbers should be connected by hyphens. The number sign should be used only at the beginning of each word. If letters are shown above the numbers, place each word in square brackets immediately preceding the series of numbers which represent that word. A transcriber's note explaining the actual print placement is required.
- d. Letter codes. Treat just as number codes. See c. above.
- e. Symbol codes should be omitted if they are represented in print by symbols for which there are not braille equivalents, and a transcriber's note should be inserted indicating the omission.

Rule XIX WRITTEN SYSTEMS OF PRONUNCIATION

Section 42. General. Same as TBF (page 100)

- a. Same as a. TBF
- b. When a print text provides a Table of Pronunciation, Pronunciation Key, etc., containing pronunciation symbols which are used throughout the book, a transcription of this entire list should be included in the preliminary pages of each track of the braille text, or in a supplementary cassette as provided in Rule I. If the symbols in the list are used only in certain portions of the print text, the entire list should be included in the preliminary pages at the front of each track in which these symbols occur. When no such listing is provided in a print text, the transcriber should prepare a complete list of all pronunciation symbols used in a particular track and include it in the preliminary pages of that track.

Section 43. Same as TBF

Section 44. Same as TBF but eliminate last sentence in d.(3), page 105.

Section 45. Phonetics and Phonemics

a. General Directions. Same as TBF

(1) same as TBF

(2) same as TBF

(3) same as TBF

(4) same as Section 44a.(5), page 107 TBF

(5) When the print text shows phonetic/phonemic material written in a normal spelling with only alphabet letters affected by modifiers, this material should be written first in fully contracted braille with the modifiers omitted. It should then be followed by its uncontracted form showing the modifiers. The entire first writing should be completed before starting the second writing. Any unmodified contracted version which has been added by the transcriber should be enclosed in square brackets. A transcriber's note should explain this usage. Paragraph each total example.

(6) When transcribing a Table of Pronunciation or preparing a list of pronunciation symbols, see Section 42b. above. The following should also be observed:

(a) A transcriber's note should precede the listing: "In the following list, the paragraphed initial symbols are phonetic." (or phonemic, if appropriate)

(b) The appropriate indicators should be listed and identified first. The paragraphed initial phonetic/phonemic symbols listed should not be enclosed in indicators.

(c) same as (7)(c), TBF, page 107

(d) same as (7)(d), TBF, page 107

(e) same as (7)(e), TBF, page 107

(7) same as (8), TBF, page 108

b. same as b., TBF, pages 108-117

c. Non-alphabetic symbols. same as TBF, page 117-119

(1) same as TBF, page 119

(2) same as TBF, page 119

(3) same as TBF, page 119

(4) numerals over letters or words. Cannot be done in cassette braille.

Section 46. same as TBF, page 120

Appendix A SPELLERS AND PHONICS TEXTS

Section 1. General. In addition to the directives given in this appendix, the provisions of Rules XII and XVII should be followed in the presentation of examples, numbered or lettered items, exercises, tests, and columned materials commonly found in spellers and in texts containing phonics. At the present time, it is presumed that all cassette transcriptions are for reading only, and that nothing is to be added by the reader. Therefore no provisions for "expendables" (consumables) is made here.

Section 2. same as TBF

Section 3. Special print typefaces should ordinarily be ignored. When the print text refers to print typeface variations and/or distinctions between these must be made by the student, follow the directives below.

- a. same as TBF
- b. same as TBF
- c. Underscoring or overscoring: follow provisions of Rule IV, Section 14c.

Section 4. same as TBF

Section 5. same as TBF

Section 6. Introductory paragraph same as TBF. Change second paragraph to read: In braille, new words should be presented as columnar material (see Rule XVII).

Write each word first in fully contracted braille, followed after one blank cell by its uncontracted form. When a new word contains no braille contractions, do not repeat it. After the uncontracted form, insert a semi-colon.

- a. same as TBF, but delete the last sentence.
- b. Introduction same as TBF.
 - (1) same as TBF
 - (2) same as TBF, but change the word volume to track.
- c. same as TBF

Section 7. Starred Words. same as TBF, but change the word volume to track. Delete last sentence of introduction.

- a. same as TBF, but delete second sentence.
- b. same as TBF

Section 8. same as TBF

Appendix B GRAMMARS

Section 1. Diagramming of Sentences. At the present time, it is not possible to show spatial diagramming, or even linear diagramming with its required underlining. Therefore, it is recommended that a paper braille transcription of this material be prepared.

Section 2. Conjugations, declensions; singular and plural forms; comparisons. Introductory paragraph same as TBF. Add the following: The transcriber is referred to Rule XVII, columned material, for suggestions on handling such material.

Eliminate the rest of this section.

Appendix C MATERIALS FOR SPEECH INSTRUCTION

Section 1. same as TBF

Section 2. same as TBF, except change volume to track.

Appendix D
GLOSSARIES (OR VOCABULARIES); DICTIONARIES

Section 1. General. The following rules should be used as guidelines for brailleing material presented in glossaries, vocabularies, or dictionaries. When such material is part of a foreign language text, see also Appendix E. Be sure to read this section in its entirety before transcribing any of these materials.

a. Inclusive guide words

- (1) Print page guide words should ordinarily be omitted. When requested (such as in a print explanation of what a print dictionary looks like), these guide words should be connected by a dash, and should follow one blank cell after the print page number (when it is given; see Section 2.)
- (2) Braille page guide words, connected by a dash, should be the first thing shown after the print page number (when it is shown). These guide words consist of the first and last main entry words initiated on that braille page. When a braille page contains only subentry words, the main entry word from which they are derived, followed by "(Cont.*)" should be used as the guide word.

b. Abbreviations. same as TBF

c. Tables of Pronunciation. same as TBF, except delete third sentence if examples are not to be shown.

- (1) Any boxing or other lines shown in the print text should be omitted.
- (2) same as TBF
- (3) same as TBF

d. If alphabetical divisions are set off in the print text by initial letters, these letters should be paragraphed in braille. Print capitalization should be retained, and the letter sign must be used.

e. Illustrations and captions. See Rule III.

f. Main entry words must be paragraphed in braille, and be written in contracted braille without showing syllable divisions or stress marks even though these are shown in the print text. Print typeface should be ignored except where italics are required for distinction, such as book titles, anglicized words, etc. If the print entry word shows syllabication and/or stress, or if it contains braille contractions, it should be rewritten in full spelling, showing any syllable divisions and stress marks.

- (1) Syllable division and syllable stress should be shown in accordance with the provisions of Rule XIX.
- (2) Specially marked entry words in the print should be similarly marked in braille. See j. below.
- (3) Foreign entry words or phrases. Introduction same as TBF. (4) page 153
 - (a) same as TBF, (4) (a)
 - (b) To represent the print sign double dagger or parallel bars, this braille symbol (in)(en) should follow the paragraph symbol and precede the entry word. There should be one blank cell on either side of this symbol.

g. same as TBF

h. Subentry words.

- (1) Do not paragraph subentries (however, read dictionary directions below).
- (2) Each subentry must follow some punctuation associated with the preceding material. If there is no such punctuation in print, insert a period.
- (3) If various meanings are numbered in print, and the print numbers carry no final punctuation, insert a period in braille.

- i. Numerals
 - (1) same as j.(1) in TBF
 - (2) same as j.(2) in TBF
 - (3) same as j.(3) in TBF
 - (4) Lightface (regular) numbers and letters in parentheses should be brailled as shown in the print text, as modified by h.(3) above.
- j. Special Symbols. Same as K. TBF, but change volume to track.
 - (1) same as k.(1) TBF
 - (2) same as k.(2) TBF
 - (3) same as k.(3) TBF

Section 2. Glossaries or Vocabularies. Introduction same as TBF, page 158.

- a. Same as TBF
- b. Same as TBF
- c. Same as TBF, but change volume to track.
 - (1) same as TBF
 - (2) same as TBF
 - (3) same as TBF

Section 3. Dictionaries, Thesauruses and the like. Introduction same as TBF, page 170

- a. same as TBF
- b. introduction same as TBF
 - (1) same as TBF
 - (a) same as TBF
 - (b) same as TBF
 - (2) Subentry words should be paragraphed. Print dashes before such words should be omitted.
 - (3) For special symbols often used in dictionaries, see the list following Section 1.j. above.
- c. Tables of Pronunciation
 - (1) same as TBF, but change volume to track.
 - (2) same as TBF, but change volume or volumes to cassette or cassettes.
Add: See also Rule 1, Section 1.d.
- d. same as TBF, but change volume to cassette.
- e. Inclusive guide words. Inclusive guide words must be inserted at the BEGINNING of each braille page. (See Section 1.a.(2).)
 - (1) Guide words are to be connected by a dash.
 - (2) In consideration of the present 20-cell display, if the inclusive guide words and their associated dash exceeds twenty cells, observe the following to avoid arbitrary word division:
 - (a) Transcribe the first word, followed immediately by a dash. Then braille a space. (This will throw the second guideword onto a new braille "line".)
 - (b) Precede the second word with a dash. This will avoid the possibility of the second guide word being read as a continuation of text.
- f. Inclusive sequences of words contained in a particular cassette should be included on the outside contained in both print and braille. These inclusive words should be connected with a dash. Inclusive sequences of words contained on each track should be placed on the title page for that track, and should be connected by a dash.
- g. Regardless of space wasted, try to have each braille page start with a paragraph, whether this be a main entry or a subentry.

Appendix E FOREIGN LANGUAGES

Introductory note to transcribers: same as TBF (page 172).

Section 1. Lists of Foreign Alphabets, Accented Letters, and Special Signs:

Note: same as TBF

Second paragraph: same as TBF, but change words volume/volumes to track/tracks.

When preparing such a special symbols page, in addition to the directives given in Rule II, Section 9, the following format should be observed:

Each braille symbol should be paragraphed and be followed (after their dot numbers, when these are required) by their English names in contracted braille or by their transliterated names in uncontracted braille. [rest of this paragraph same as TBF] Add: Insert a semicolon when the entire entry is complete.

In the following lists, symbols marked with an asterisk are rare or archaic and should be included only when they occur in the print text.

- a. same as TBF
- b. same as TBF
- c. same as TBF
- d. same as TBF
- e. same as TBF
- f. same as TBF

Section 2. Capitalization, Punctuation, Abbreviations.

- a. same as TBF
- b. Punctuation. Introductory paragraph same as TBF
 - (1) Quotation marks. same as TBF
 - (2) Dashes. Regardless of their significance, all print dashes should be represented by the braille dash (dots 3-6, 3-6).
 - (3) same as TBF
 - (4) same as TBF
- c. Abbreviations. same as TBF

Section 3. General Format. same as TBF

Section 4. Title Pages. same as TBF

Section 5. Conjugations, Declensions, Comparisons. same as TBF

Section 6. Notes. same as TBF

Section 7. Original language followed by translation.

- a. If, in the body of a paragraph, a word or passage is translated, the print format (including the use of italics, boldface and/or symbols of enclosure) should be followed. (See Rule IV.)
- b. If presented otherwise in a one-to-one relationship with the original language, such as line-for-line in a parallel column, line-for-line, or line-for-line on a facing page, or just in its entirety on a facing page:
 - (1) Translations should follow the original language and must be enclosed in symbols of enclosure.
 - (a) Select enclosure symbols which are not used in the print text being transcribed.
 - (b) A transcriber's note at the beginning of each track is required to explain this technique of transcriber-supplied enclosure symbols for translations; print location of translations should be explained.

- (2) When a translation from a facing page is transposed in this manner, the combined print page numbers should be shown. Any lettered continuation of such pages should include the combined print page numbers.
 - (3) If an entire passage is printed in a distinctive typeface or is enclosed in parentheses, the typeface and/or parentheses should be ignored in braille. However, if any portion of such a passage is printed in a special typeface or is enclosed in parentheses, this print distinction should be observed.
- c. When translation is not line-for-line, the original language portion should be completed before inserting the translation. When translation is at the back of the print text, that portion which is pertinent to the original language version in a braille track should be transposed to the end of that track. The print page numbers (if any) should be shown, and they should be included on the title page and the contents page. A transcriber's notes should be inserted to explain this transposition.

Section 8. Liaison, Elision, and Separation; Voice Inflection; Stress

- a. In texts employing print signs for liaison, elision, and separation, the following symbols should be used. Any symbols used should be included in the special symbols list at the beginning of each track in which they occur. Their significance should be explained according to the wording of the text.

[The rest of this section identical to TBF]

Section 9. Vocabularies (see also Appendix D.)

- a. When alphabetical divisions are set off by initial letters, these letters should be paragraphed. Print capitals should be retained, and the letter sign must be used.
- b. same as TBF
- c. same as TBF
- d. same as TBF
- e. same as TBF
- f. Each entry word must be paragraphed.
- g. same as TBF
- h. same as TBF
- i. same as TBF
- j. same as TBF

Section 10. same as TBF

Section 11. Poetry. Introductory paragraph same as TBF

When meter is shown by diagramming, if such diagrams show two or more choices of meter for a particular foot, the word "or" should be inserted between the choices. Be sure to indicate each poetic print line by the use of dots 3-4-5 to show the beginning of each diagrammed print line.

APPENDICES F through I: It is recommended that all this material (CATALOG CARDS, LETTERS AND ENVELOPES, CROSSWORD PUZZLES, AND GEOMETRIC FIGURES; LINES; GRAPHS) be done on paper braille.

These Guidelines refer to the presentation of brailled music and are based on the rules as set forth in the REVISED INTERNATIONAL MANUAL OF BRAILLE MUSIC NOTATION, 1956, American Edition and its 1975 American Addendum.

They apply to VersaBraille because of its editing and search capabilities. The early model of the Digicassette, used during the research project, was much less adaptable to the presentation of the music code and is, therefore, not considered in these Guidelines.

Because of the one-line display feature of the VersaBraille, the rules in the Code referring to multi-line format, such as Open Score or Bar over Bar, are not adaptable. Also, all reference to centering or indenting are invalid.

Ethel Schuman
Bettye Krolick

GENERAL INSTRUCTIONS

The following music formats, as well as textbooks dealing with music, are adaptable to the one-line braille display:

- Section by Section (keyboard)
- Bar by Bar (keyboard) workable but not recommended at this time
- Line by Line (vocal)
- Single Line (instrumental)

Formats which are multi-line displays are not adaptable and must be presented in paper braille. These would be:

- Bar over Bar (keyboard)
- Open Score (keyboard, orchestral score, vocal ensemble)
- Vertical Format (short-form scoring, figured bass)

Transcribe material continuously, without concern for the hyphenating of words or music. Stop brailleing on any given page as quickly as possible after the first bell signal. Adjustments are made during the proofreading process by hyphenating words or measures which do not fit completely on the 20-cell display, by inserting the appropriate hyphen plus a space.

It is recommended that proofing be done at least every few pages. If, at any time during the editing process, it is discovered that more material is required on any given page than that page can accommodate, the SPECIAL NOTE on the Editing Procedures Chart should be followed.

Inclusive print page numbers, inclusive measure numbers, as well as the prevailing key signature, should begin each page of music. Page numbers and measure numbers may be adjusted after the page is completed.

SECTION BY SECTION (Keyboard)

Paragraph sign and measure number begin each section.
 Sections may be based on print staves.
 Repeats are limited to boundaries of the respective section.
 Doublings are restated at the beginning of each section as applicable.
 Measure numbers can be designated by number-sign and numbers:
 #1 #3 #6, etc., or as set forth in Par. 393, Code.

BAR BY BAR (Keyboard) See comments for Rule XXX, Par. 425-435, in these Guidelines.

Bar line and measure number are used for each measure.
 Repeats are limited to the same VersaBraille page.
 Measure numbers may be designated by the letter m followed by the lower cell number: m₁ m₂ m₃, etc.--use neither letter sign nor number sign for these.

LINE BY LINE (Vocal)

Word lines are preceded by the literary prefix; music lines by the music prefix.
 Paragraph sign may precede the beginning of each verse and of the chorus.

SINGLE LINE (Instrumental)

Paragraph sign and measure number begin each segment.
 Segments are based on music segments as described in INTRODUCTION TO BRAILLE MUSIC TRANSCRIPTION, DeGarmo, page 41.
 Repeats are limited to boundaries of the segment.
 Measure numbers are designated by number-sign and number: #1 #9 #36, etc.

MUSIC TEXTBOOK

For conventional text: Print page numbers are the first signs on each page. Examples: new print page, 5/25#3, etc.; continued print page, 5/25a#3, etc.
 Paragraph sign precedes each literary paragraph.
 Music is preceded with music prefix.
 Return-to-literary is preceded with literary prefix.

For music dictionary: Inclusive new-word entries appear first on each page--page numbers are unnecessary.
 Paragraph sign precedes each new entry; modified paragraph sign (example: Edp) precedes each sub-paragraph.
 Music is preceded with music prefix.
 Return-to-literary is preceded with literary prefix.

PRELIMINARY PAGES

INITIAL MACHINE PAGE(S)

Machine Contents (see VersaBraille Operator's Manual)

Examples: t.p., spec symb1, t.n., etc., for Title Page, Special Symbols Page, Transcriber's Notes Page.

TITLE PAGE

Precede each information section with the machine paragraph symbol, edp

INFORMATION SECTIONS:

Music Selections: Title; Composer; Instrument/Voice; Publisher; Transcriber; Cassette (number of cassettes, cassette number, side letter/number, inclusive page numbers); Sponsorship.

Music Texts for LC: Title; Author; Publisher; Transcriber; Cassette (number of cassettes, cassette number, side letter/number, inclusive page numbers--or, for dictionary, inclusive words); Sponsorship.

Music Texts for other than LC: Same as above, exclusive of Sponsorship.

SPECIAL SYMBOLS PAGE(S)

Precede each entry with the machine paragraph symbol, edp

TRANSCRIBER'S NOTE PAGE(S)

Precede each entry with the machine paragraph symbol, edp

CODE RULES REQUIRING MODIFICATION

All music code rules as set forth in the Code, with the exception of the following as modified and underlined, are adaptable to the VersaBraille equipment. Reminder: all references to centering, indenting, or skipping of lines are invalid.

Rule II. OCTAVE SIGNS

- Par. 9. Modify to: The octave is always marked at the beginning of a paragraph or piece, the beginning of each line, and at various other points . . .

Rule XV. ORNAMENTS

- Par. 95. Modify to include the following before the close of parentheses: and except where 20-cell line will not accommodate both.

Rule XVI. REPEATS

- Par. 120. Add: Limit partial repeats to the same segment in single-line format, and to the same section in section-by-section format.

- Par. 126. If segno repeat appears on another braille page, that page number should be noted for search purposes.

- Par. 137-141. Add: Repeats with measure numbers are best limited to the same VersaBraille page.

Rule XVII. HAND SIGNS

- Par. 161(b). Not applicable.

Rule XIX. VARIANTS

- Par. 186. Add: Footnote variants are preferable as in-accord; secondarily, they may be placed after the given measure preceded with the footnote sign.

- Par. 187. Not applicable. Change to: See Par. 92 for alternate fingering.

Rule XX. NUANCES, HEADINGS, PAGINATION

- Par. 206. Modify to: Inclusive page numbers (or paragraph numbers, or measure numbers) should start each new VersaBraille page. Turn-over print page number should appear at the point of turn.

Rule XXII. VOCAL MUSIC

- Par. 222. Reference to indentation is invalid.

Rule XXIII. STRINGED INSTRUMENTS

- Par. 282-283. Not applicable.
Par. 386. Not applicable.
Par. 388. Not applicable.

Rule XXIV. SHORT-FORM SCORING

Ex. 240. Bar over Bar format not adaptable.

Rule XXVI. ORCHESTRAL SCORES

Par. 307-341. Not adaptable.

Par. 342. Reference to parallel disposition not applicable.

Par. 343a. Not adaptable.

Rule XXVII. FIGURED BASS

Par. 344-357. Horizontal format, as stated, is applicable to VersaBraille. Vertical format as outlined in the Second American Addendum, 1980, is not applicable to VersaBraille.

Rule XXVIII. METHODS OF PRESENTATION

Par. 362-389. Not applicable.

Ex. 279-294. Bar over Bar format, not adaptable.

Par. 395. Centering not adaptable.

Par. 244b-d. Not applicable.

Par. 230. Only sub-paragraphs a-e are applicable.

Par. 236. Reference to indentations not applicable.

Ex. 207a. Bar over Bar disposition not adaptable.

Par. 240-253. Not applicable.

Par. 395. Reference to centering not applicable.

Rule XXIX. NOTE FOR NOTE METHOD

Par. 401-414. Obsolete.

Rule XXX. VERTICAL SCORE and BAR BY BAR

Par. 424. Obsolete.

Par. 425-435. Workable, but not recommended until certain provisions dealing with order of hands and direction of intervals are reviewed.

Rule XXXI. SUBSTITUTION

Par. 426-441. Not applicable.

Rule XXXII. ORGAN

Ex. 324. Must be presented as Section by Section or Bar by Bar.

EDITING PROCEDURES CHART

Additions: cursor on at beginning of each procedure; off at end of each procedure--except at *

Purpose	Procedure		VersaBraille Manual Page #
A. to add words	move cursor to point where addition is desired	chord 6+sp key	braille words 24
B. to add paragraphs	move to point where addition is desired	chord 6+sp key	braille paragraph-sign and text 24
C. to add pages	possible only for new pages following previous material--or if full page(s) were reserved for this purpose. (not possible if chapter is already frozen)	press page-key and advance bar	braille material for this page 10
D. to add chapter names*		press new-chapter-key	braille new chapter name (maximum 10 cells) into Versa-Braille contents 24
E. to change chapter names*	locate old chapter name in VersaBraille contents (see Search Procedures)		braille new name 24-25

SPECIAL NOTE: to add material to an already full page:

1. delete material from the end of the page, insert new material where needed on that page
2. delete material from the end of the next page, insert previous deletion to this page
3. repeat #2 until such additions are no longer necessary

CAUTION: Eject tape before turning off power.

SUGGESTION: Stop brailleing as soon as possible after first pip (cell 950)

12

EDITING PROCEDURES CHART

Corrections and deletions: cursor on at beginning of each procedure; off at end of each procedure--except at *

<u>Purpose</u>	<u>Procedure</u>	<u>Page #</u>
A. to correct single cell	move cursor to cell to be changed	20
B. to delete single cell	move cursor to cell to be deleted	21
C. to delete words	move cursor to any part of given word (or) move cursor to beginning of given word	22
D. to delete paragraphs	move cursor to paragraph sign preceding given paragraph	22
E. to delete part of paragraph	move cursor to any given place in paragraph	23
F. to delete pages	move cursor to beginning of page	23
G. to delete parts of	move cursor to any given place on page	23
H. to delete chapters*	find chapter name in VersaBraille contents	23





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